



*Department of*  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**DEPARTMENT OF REHABILITATION SERVICES,  
DISABILITY DETERMINATION SERVICES  
JOB OPPORTUNITY**

**EDUCATION SERVICES SPECIALIST (DISABILITY HEARING OFFICER)**

**This position is 100% Federally Funded**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** DORS EMPLOYEES ONLY

**Location:** 309 Wawarmee Street, Hartford, CT 06106

**Job Posting No:** 32361

**Hours:** Monday – Friday, 35 hours per week

**Bargaining Unit:** Education Professions (P3-A)

**Salary:** \$76,374.00 - \$99,111.00 (EA-30)

**Closing Date:** June 5, 2017 – June 26, 2017

The Department of Rehabilitation Services, Bureau of Disability Determination Services, is currently recruiting for an Education Service Specialist, Disability Hearing Officer, to conduct evidentiary hearings in accordance with Social Security Administration provisions. The ability to organize highly complex, detailed information and manage a caseload while meeting requirements for simultaneous quality, timeliness, productivity and cost-effectiveness is required. Travel will be required.

Preferred skills and experience:

- In-depth knowledge of Social Security regulations and policy, including knowledge of the review and appeals process, the medical improvement review standard for continuing disability review claims, and the rules of due process for cessation of benefits determinations.
- Considerable knowledge of medical diagnosis, functional implications of physical and psychological impairments, and vocational factors used to determine capacity to work.
- Experience analyzing medical evidence, preparing residual functional capacity assessments, and evaluating medical opinions in accordance with Social Security Disability policies.
- Ability to use sound reasoning and critical thinking to make decisions.
- Interpersonal skills and ability to deal with the public while demonstrating an understanding and respect for individuals' differing perspectives.
- Considerable oral and written communication skills.

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**RESPONSIBILITIES:** Reviews previously adjudicated Social Security disability claims folders referred for hearings; researches laws, regulations, policies and precedent decisions to prepare for appeal hearing; gathers and develops additional evidence necessary to make a proper decision; schedules hearings. Conducts hearings to obtain information and evidence relative to disposition of appeal. Analyzes medical, psychiatric and vocation information evidence as well as applicable laws, regulations, policy and precedent decisions to determine appropriate conclusions. Prepares written decision. May adjudicate all types and levels of claims as required by management. Perform related duties as required by the Agency Program Manager or other management designee.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of Federal laws, regulations, and policies pertaining to the adjudication of Social Security Disability benefits through the face to face evidentiary hearing process; strong organizational and decision making skills; ability to analyze and synthesize complex issues; ability to communicate well both orally and in writing; strong interpersonal skills and ability to deal with the public.

**EXPERIENCE AND TRAINING:** A Master's degree and three (3) years professional experience or, in lieu thereof, an equivalent combination of experience and training as approved by the Department of Rehabilitation Services.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at:  
[www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Two (2) most recent service ratings to:

[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)

**THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**

or

Department of Rehabilitation Services  
55 Farmington Avenue, 12<sup>th</sup> Floor  
Hartford, CT. 06105  
ATTN: Human Resources

**Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.**

**PLEASE NOTE:** The primary contact will be via email if provided on your application.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact DORS Human Resources at 860-424-4985 or [DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)